

**Electronic Calendaring**

The process of scheduling meetings or events using a computer calendar program.

**Electronic Mail**

The transmission of correspondence by computer to all or selected individuals on a system.

**Ethernet**

A style of Local Area Network used for connecting computers, printers, workstations, terminals, etc. within the same building.

**Facsimile**

Equipment which allows hard copy to be sent through the switched telephone system and printed out elsewhere.

**Fax**

(See facsimile)

**Field**

A single piece of information within a record. The space designated to enter information.

**File**

A collection of related records.

**File Management Systems**

Software designed to control and facilitate the management of data/records.

**File Server**

A device on a Local Area Network that "serves" files to everyone on that Local Area Network (LAN).

**Floppy Disk (See Disk And Diskette)****Hard Copy**

The printed-on-paper version of text or graphics. Same as a printout.

**Hardware**

Physical equipment. The electronic and mechanical components of a system.

**IEEE**

Institute Of Electrical And Electronics Engineers. A publishing and standards making body responsible for many telecom and computing standards.

## **Imaging Technology**

The process of reproducing electronically a likeness or copy of a document or graphic.

## **Infrastructure**

The essential elements forming the backbone of a computer network.

## **Input**

Information entered into a computer.

## **Instructional Management Tools**

Computer programs designed for the teacher and administrator to monitor what each individual student is learning, diagnose areas in which the student is experiencing difficulties and prescribe remediation.

## **Instructional Resource Network**

A location at each school site which should serve as a research laboratory for classes and as an electronic link to technology classrooms located throughout the building. Depending upon the location, it may include distance learning capabilities and also have direct access to the central office system's instructional resources and to the school site central office for administrative purposes.

## **Integrated Packages**

A program that combines two or more software functions such as word processing and spreadsheets. **Integrated systems** link software that combines various programs into one package.

## **Interactive Learning Tools**

Computer programs and presentation tools which allow the learner to interact with the computer to acquire information, learn concepts and improving thinking skills.

## **Interactive Video**

Two-way video communication.

## **Internal Storage**

Data storage devices housed within the computer, i.e., Internal Hard Drive.

## **Internet**

A widely-used public computer network, initially developed by the U.S. Military, that links smaller computer networks and allows users on different electronic mail systems to communicate with one another on a global scale.

## **ISDN**

Need a definition here.

**LAN**

Local Area Network. A group of computers connected together to several areas that allow users to share computer resources.

**Laser Printer**

A non-impact printer which uses a laser to make high-quality impressions.

**LCD (LCD Display)**

Liquid Crystal Display. An alphanumeric display using liquid crystal sealed between two pieces of glass.

**Mainframe**

A large computer which is centrally located and is used to control large amounts of instructional and administrative information and functions.

**Memory**

The integrated circuits of a computer which store information and are known as RAM or ROM.

**Modem**

A device that allows computer information to be transferred over phone lines.

**Monitor**

A TV like device used to view computer data.

**Mosaic**

A piece of software used to “browse” the World Wide Web which will display hypermedia documents more commonly called “pages”.

**Multi-Media**

When audio, video, graphics, and text are combined to present information.

**Multi-Platform**

The ability to connect various brands and types of computers onto one network.

**Network**

A group of linked computers.

**Network Lab**

Computers in an instructional environment linked together to a server that delivers software for group and/or individualized instruction.

**On-Line**

Direct access to a computer system through a terminal or other input/output device.

## **Peripherals**

A device that is controlled by the computer but physically independent of it; for example, the computer keyboard, printer, and videodisk player.

## **Personal Computer**

A microcomputer designed for instructional uses, entertainment, or personal record keeping.

## **Presentation Software**

A system that manages the execution of an interactive video program.

## **Printer**

A device that outputs data from the computer and prints it on paper.

## **Program**

A series of instructions which causes the computer to do or complete an operation.

## **Retrofit**

A conversion of a computer or physical location to bring it up to date.

## **Scanner**

An input device used to translate characters, marks, or graphics into computer readable form.

## **SCSI**

Small Computer System Interface. A method of connecting peripherals (Disk Drives and CD-ROM players) to a computer.

## **Simulation**

A computer program where the learner is simulating a real-life situation,

## **SMS**

(See Student Management System)

## **Software**

Programs and documentation's to be run on the physical equipment (hardware). Different types of software are instructional, productivity and management.

## **Spreadsheet**

A table of values arranged in rows and columns, similar to an accountant's worksheet.

## **Stakeholder**

All grouped and/or individuals that have vested interest in a particular venture.

## **Student Management System**

An integrated student record system, designed in accordance with state and federal record keeping requirements. SMS enables a school district to define, manage, and report an extensive amount of student data (Also referred to as SIMS).

## **Telecommunications**

The art and science of communicating over a distance by wire or radio.

## **Teleconferencing**

A method of holding conferences through the use of computers connected by telephone lines.

## **Upgrade**

Improving an existing computer in order to increase its level of capacity, performance, and ability to run current educational and administrative software.

## **Up-Linking**

A method of satellite communication from the remote to the host site.

## **User Friendly**

Making the computer easy to understand, and require little or no computer knowledge or programming experience.

## **Videodisk Player**

A peripheral device which plays videodisks. Most players can interface to, and be controlled by a microcomputer.

## **Voice Mail**

Often used to describe systems which store-and-forward telephone calls.

## **Windows**

User-friendly graphical interface software developed by Microsoft Corporation.

## **Workstation**

A terminal or personal computer for the purpose of sending and/or receiving data.

## **World Wide Web**

A hypertext-based system for linking databases, servers, and pages of information available across the Internet. The Web is a single point from which the Internet may be accessed.



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